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Supply

MANAGEMENT OF GROUND FUELS

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This instruction implements requirements of AFI 23-201, *Fuels Management* and AFI 23-204, *Organizational Fuel Tanks*, and their application on Francis E. Warren Air Force Base (FEW). It establishes responsibilities and procedures for the management of all ground fuels throughout the 90th Space Wing (SW) complex. It applies to all personnel assigned to the 90 SW, subordinate units, and personnel assigned to or supported by FEW, involved in managing ground fuels. It specifically outlines responsibilities of the individual organizations, guidance on fuel requisitioning and receipt procedures and describes the Transtecs Corporation Tank Custodian Training Program. This publication does not apply to the Air Force Reserve or Air National Guard units. In accordance with AFI 33-360 V1, 90 SW SUP 1, the 90 SW/CC has delegated approving official authority for this publication to the 90 LG/CC.

Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Vol. 4). Comply with AFI 33-332, *Air Force Privacy Act Program*, for documents containing privacy act information and for official use only information, comply with DoDR 5400.7., *DoD Freedom of Information Act Program*, Air Force Supplement, Chap 4.

SUMMARY OF REVISIONS

Removes references to the 90th Contracting Squadron, as fuel activities are now processed through Defense Energy Support Center (DESC). This publication changes coordination with DESC instead of base contracting and missile alert facility and launch facility (MAF/LF) (paragraph 1.1.2.); changes: "Expanded Minuteman Data Analysis System" to read, "Improved Maintenance Management Program" (paragraph 1.2.2.). Changes "complete AF Form 1994, **Fuels Issue/Defuel Document**" to read "Complete manual fuel sheet" (paragraph 1.5.7.); adds "Email or" to the beginning of sentence (paragraph 1.6.1.); changes "contract organization tank commercial fuel truck receipt" to read "For contract organization tank commercial fuel truck receipt, the following procedures will be used:" (paragraph 2.1.); adds

“The tank custodian will ensure the amount of fuel delivered will not exceed 90 percent of the capacity of the tank. In the event of a spill, the tank custodian and truck driver will attempt to contain the spill and call 911 to report a spill. Contractor is responsible for cleanup and disposal of any spills caused the contractor and contractor equipment. Any waste manifesting associated with debris disposal must be coordinated through 90 CES/CEV at building 934, and waste will follow CE procedures (paragraph 2.1.4).” This publication also changes organization tanks filled by Transtecs Corporation to read, “For organization tanks filled by Transtecs Corporation, the following procedures will be used.” (paragraph 2.2.); adds “The tank custodian will ensure the amount of fuel delivered will not exceed 90 percent of the capacity of the tank. In the event of a spill, the tank custodian will use materials from the spill kit to contain the spill and call 911 to make a spill notification.” (paragraph 2.2.3.); adds, “...and can accept the amount of fuel intended to be delivered without exceeding 90 percent of the tank capacity (paragraph 3.2.); changes “DL1” to “Diesel” and “Heating dyed DL1” to “Heating Fuel (DLW)” (paragraph 3.4., *NOTE*), and adds net to go between total and gallons (paragraph 3.7.).

1. Responsibilities.

1.1. Transtecs Corporation (Fuels) will:

- 1.1.1. Initiate requisition actions on fuel requests obtained from using organizations, monitor contractor due-ins, and process receipt invoices.
- 1.1.2. Coordinate all missile field fuel requests by date and time with Defense Energy Support Center and the receiving organization.
- 1.1.3. Furnish customers with periodic consumption metrics per site upon request.
- 1.1.4. Support Missile Alert Facility/Launch Facility (MAF/LF) ground fuel emergency requests bypassing civilian contracts and providing support with Transtecs Corporation on-hand assets.
- 1.1.5. Download Vehicle Identification Readers (VIR) at each MAF between 0700 and 0800 daily (except weekends and holidays). Process information in the 1RD (Refuel/Defuel) format for reimbursement of funds to the issuing organization from the receiving organization.

1.2. Missile Maintenance Operations Center will:

- 1.2.1. Ensure all maintenance teams returning from the missile complex record LF diesel fuel readings on appropriate form.
- 1.2.2. Input LF diesel fuel readings into the Improved Maintenance Management Program.
- 1.2.3. Immediately request a dispatch from Transtecs Corporation when an emergency low condition exists at an LF.
- 1.2.4. Determine the fuel level of any LF where the emergency power generator has been operating for more than 24 hours. Notify Transtecs Corporation at ext. 3828, if fuel is low.

1.3. The 90 MXS/LGMEF is the sole point of contact for all fuels status. Responsibilities include, but are not limited to:

- 1.3.1. Having levels checked, ordering and checking deliveries, and ensuring fuel quantities do not exceed or go below the established levels.

1.3.2. Provide Transtecs Corporation with a list of individuals designated as certifying officials. Update the list as changes occur.

1.4. The 90th Maintenance Squadron (90 MXS) will:

1.4.1. Maintain an adequate number of vehicle escort/tank custodians who have been trained by Transtecs Corporation.

1.4.2. Ensure escorts/custodians are appointed in writing and submit list to Transtecs Corporation.

1.4.3. Complete receipt procedures for commercial fuel deliveries as outlined in paragraph 3.

1.5. MAF facility managers will:

1.5.1. Gauge all issue tanks daily. Check for signs of water and fuel leaks at least weekly.

1.5.2. Gauge support tanks weekly.

1.5.3. Maintain AF Form 500, **Daily and Weekly Fuel Record**, daily (automated product may be used instead of AF Form 500, if all required information is included and appropriate controls are applied in accordance with AFI 33-360, Vol 2, *Forms Management Program*). Instructions for completing AF Form 500 are contained in AFI 23-204.

1.5.4. Contact 90th Operations Support Squadron, MAF Supply (90 OSS/OSOE), the sole contact for any questions on fuel status at the MAFs.

1.5.5. Supervise all fuel deliveries according to paragraph 3.

1.5.6. Place Vehicle Identification Readers (VIRs) on line so Transtecs Corporation can download information daily between 0700 and 0800, excluding weekends and holidays.

1.5.7. Complete manual fuel sheet, for all issues from MAF issue tanks anytime the VIR is inoperative. Vehicle registration number and organization code are imperative for reimbursement of funds.

1.6. 90 OSS/OSOE Supply will:

1.6.1. E-mail or fax fuel requirements (DSN) 481-4457, or commercial (307) 773-4457, to Transtecs Corporation. Expected delivery date is 2 days for commercial and 3 days for local purchase sites.

1.6.2. Provide Transtecs Corporation with receipt invoices and issue documents within 3 duty days of delivery. Issue documents must be legible and ready for computer processing (i.e., separated by grade of fuel and date, with customer copy removed).

1.6.3. Ensure escorts/custodians are appointed in writing and submit list to Transtecs Corporation.

2. On-Base Receipt Procedures. (Exception: trucks making deliveries to Base Exchange service station):

2.1. For contract organization tank commercial fuel truck receipt, the following procedures will be used:

2.1.1. FAX fuel requirements (DSN) 481-4457, or commercial, (307) 773-4457, to Transtecs Corporation. Expected delivery date is 2 days for commercial and 3 days for local purchase sites.

2.1.2. Commercial fuel truck drivers must report to Bldg 1247 (Fuels Operations) prior to making base deliveries and upon completion of delivery.

2.1.3. Complete receipt procedures for commercial fuel deliveries as required by paragraph 3.

2.1.4. The tank custodian will ensure the amount of fuel delivered will not exceed 90 percent of the capacity of the tank. In the event of a spill, the tank custodian and truck driver will attempt to contain the spill and call 911 to report a spill. Contractor is responsible for cleanup and disposal of any spills caused by the contractor and contractor equipment. Any waste manifesting associated with debris disposal must be coordinated through 90 CES/CEV at building 934, and waste will follow CE procedures.

2.2. For organization tanks filled by Transtecs Corporation, the following procedures will be used:

2.2.1. Notify the Fuels Control Center at ext. 3828.

2.2.2. A tank custodian must be present at the time of delivery to sign the AF Form 1994. Tank custodian will be verified prior to delivery.

2.2.3. The tank custodian is responsible for filling the tank. The tank custodian will ensure the amount of fuel delivered will not exceed 90 percent of the capacity of the tank. In the event of a spill, the tank custodian will use materials from the spill kit to attempt to contain the spill and call 911 to make a spill notification. Transtecs Corporation personnel will operate the refueling unit.

3. Off-Base Deliveries Receipt Procedures:

3.1. A tank custodian or vehicle escort must be present at the time of delivery to sign the AF Form 1994.

3.2. Ensure delivery vehicle is at the correct destination and can accept the amount of fuel intended to be delivered without exceeding 90 percent of the tank capacity.

3.3. Check vendor's tank for water with water finding paste prior to receiving fuel shipments. If water is found, contact Transtecs Corporation, ext. 3828.

3.4. Get visual sample to check for color and contamination. **NOTE:** The color for MOGAS unleaded regular (MUR) can vary from clear to straw-colored. Diesel fuel is clear. Heating Fuel (DLW) is red. Fuel with evidence of any physical contaminants (water, solid materials, etc.) should not be accepted. Contact Transtecs Corporation, ext. 3828, for quality control concerns and guidance.

3.5. Obtain the beginning meter reading from the delivery vehicle and annotate the delivery invoice. Supervise filling of all tanks.

3.6. Complete AF Form 1994, in accordance with the tank custodian training guide.

3.7. When delivery is completed, annotate the ending meter reading and compute total net gallons received. Sign the invoice, the AF Form 1994, and send the documents to the respective squadron superintendent or wing briefing/debriefing for LF deliveries.

3.8. Forward AF Form 1994 and delivery documents to Transtecs Corporation within 3 duty days of receipt.

4. Transtecs Corporation Tank Custodian Training Program:

4.1. Organizations requesting training should contact Transtecs Corporation, ext. 3828.

4.2. Memorandums of appointment as escort/tank custodian signed by the squadron commander, must be provided to Transtecs Corporation after attending the training class.

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